



**Mason County Transportation Authority
MINUTES of the Regular Meeting
November, 9, 2010**

Members Present: John Campbell, Board Chair; Lynda Ring-Erickson, Vice Chair; Ross Gallagher, Authority Member; Mike Byrne, Authority Member; Gary Volk, Authority Member; Bev Wendell, Authority Member; Deborah Petersen. Authority members Leroy Valley and Tim Sheldon were absent.

Others Present: Dave O'Connell, General Manager; Robert Johnson, Legal Counsel; Christina Kramer, Administrative Assistant and Acting Clerk of the Board; Jay Rosapepe, Operations Manager, Sara Wazewski, Finance Manager; Libby Avery, TCC Manager; Kristi Evans, MTA; Rachel Aguilar, MTA; John Piety, MCTAB Chair; Natalie Johnson, The Journal; Michael Millard, Shelton High School; Josh Miranda, Shelton High School; Martin Zazueta, Shelton.

Called to Order: 4:00pm

Kristi Evans, Scheduler/Dispatcher was introduced and recognized for being selected Employee of the 3rd Quarter. Rachel Aguilar, MTA's newest member in the Communication Center as Scheduler/Dispatcher was also introduced.

APPROVE AGENDA:

MOTION to approve the agenda as presented. **Gallagher/Volk. Motion carried unanimously.**

MTA MINUTES:

MOTION to approve October 12, 2010 minutes as presented. **Gallagher/Volk. Motion carried unanimously.**

MTA CORRESPONDENCE: briefly state what the thanks was for after each letter

1. Thank you letter from Florence Anderson expressing appreciation for Dial-A-Ride services and high quality of customer service and assistance offered by all MTA employees.
2. Thank you note from Naomi DeLong, noting appreciation for courteous and helpful drivers with donation enclosed.
3. Thank you from Maxine Johnston, Arthur Tozier & Family expressing great work in providing service in the community.

MTA CURRENT BUSINESS:

1. Financial Reports 10/1/01 through 10/31/10

MOTION to approve financial reports for the period 10/1/10 through 10/31/10 as presented with revenues of **\$80,196.60** and expenses of **\$246,336.36**. **Gallagher/Volk. Motion carried unanimously.**

2. Check Approval 10/1/10 through 10/31/10

MOTION to approve October 2010 financial obligations on checks **#19184** through **#19300** as presented for the total **\$415,602.07**. The total includes Gross Payroll in the amount of **\$208,071.68** through October 29, 2010. **Gallagher/Petersen. Motion carried unanimously.**

MTA UNFINISHED BUSINESS:

1. Facility Update

Dave O'Connell reported that the waterline construction is moving forward, and in order to hook-up to water, the entire main must be installed, tested, and active. Weather depending, it is estimated that January is the earliest date for the entire PUD portion of installation to be completed. According to Active Construction currently installing the main, the "elevation" difference between MTA's 8" and the new 16" main is significant and will be difficult. The Maintenance Manager is acquiring a quote from Emerald Fire, LLC to perform the hook-up, since they did the original design and work. In the meantime, the Finance Manager is determining whether or not we will have to go through the bid process for contracting with an installer.

2. Transit Community Center Update

Libby Avery provided highlights of activities and programs at the Armory. Noted was an increased amount of activity and tours given this month.

The General Manager gave a brief statement regarding the Transportation Research Board Conference and its relation to the Armory becoming the Transit Community Center. In attending this conference it was learned that MTA may possibly qualify for "livable community" grants which could provide funding for construction costs to the Armory.

PUBLIC HEARING - 2011 Proposed Budget

John Campbell, Chair, recessed the regular meeting and opened the public hearing at 4:30 pm to receive public comment on the 2011 Proposed Budget. Dave O'Connell described the 2011 Financial Plan and budget goals and assumptions. In addition, Sara Wazewski provided highlights of the proposed capital and operating reserves. 2011 projected revenue - \$6,962,260; projected expenses - \$6,962,260; ending fund balance \$6,845,545. Staff responded to questions raised related to vehicle replacements, establishment of capital and operating reserves, increase in health care benefits premium, as well as salaries and other benefits.

John Campbell, Chair, asked for public comment. Mr. Martin Zazueta asked about employee assumptions and layoffs in 2010. Staff responded to his questions regarding future layoffs based on funding. Staff responded to questions raised related to step increases and health care benefits premium. Lynda Ring-Erickson, Vice Chair of the Authority Board, suggested approval by motion of the budget include a statement that a review will occur in February, April, and July. Staff noted the Financial Planning Committee will continue to meet regularly in 2011. No other public comment was received. The next scheduled public hearing will be held December 14, 2010 at 6:00 pm. John Campbell, Chair, closed the public hearing at 4:50 pm and reconvened the regular meeting.

3. Financial Planning Committee Report

Sara Wazewski summarized discussion and activities from the October 21, 2010 committee meeting. Next Financial Planning Committee meeting is TBD.

MTA NEW BUSINESS:

1. Approve First Amendment to Lewis-Mason-Thurston Area Agency on Aging Agreement

The Amendment allows for a subcontract with Faith In Action, to more effectively serve North Mason County under the Volunteer Driver Program. The Amendment allocates \$600 to be available for Faith In Action volunteer mileage reimbursement through the end of 2010.

MOTION that the Mason County Transportation Authority Board approves and authorizes the Board Chair to sign the First Amendment to Agreement #10-1120-0041-06 with Lewis-Mason-Thurston Area Agency on Aging. **Petersen/Volk. Ross Gallagher abstained from the vote. Motion carried unanimously.**

